

Qualifications: a Certified Residential Appraiser or a Certified General Appraiser with residential experience that is on HUD- and/or VA-approved appraisers list. Must have 5 years or more experience and is familiar with appraising complex properties. Being a USPAP instructor would be beneficial.

Duties: Conducting appraisal reviews in conformance with Standards Rule 3 and Standards Rule 4 of the Uniform Standards of Professional Appraisal Practice (USPAP).

These duties may include the following:

1. Reviewing file materials to ascertain if the work under review complied with the applicable USPAP, and other applicable statutes and regulations.
2. Performing a desk review and preparing a written narrative review report that complies with Standards Rule 3 and Standards Rule 4 of USPAP.
3. Confirming data in the appraisal under review via the Multiple Listing Service, assessor, or other data sources identified by the appraiser whose work is under review.
4. Responding to follow-up questions from the Division of Legal Services and Compliance staff as necessary to help the prosecuting attorney and investigator fully understand the Contractor's conclusions in the written appraisal review.

The Contractor would be required to complete an appraisal review that complies with Standards Rule 3 and Standards Rule 4 of USPAP after reviewing the file materials and provide the Division of Legal Services and Compliance with a written evaluation of the file contents as specified by the Division of Legal Services and Compliance within thirty (30) days from the date on which the file contents are received by the Contractor. Fees for services would be subject to State of Wisconsin contractual terms and conditions.

For more information, contact Mary Richards at [mary.richards1@wisconsin.gov](mailto:mary.richards1@wisconsin.gov) and/or Ken Baranowski at [Kenneth.Baranowski@wisconsin.gov](mailto:Kenneth.Baranowski@wisconsin.gov).